



CATALOG SERVICES COORDINATOR

Purpose:

To actively support and uphold the City's stated mission and values. To coordinate a variety of advanced level professional duties in the Catalog Services function of the library.

Supervision Received and Exercised:

Receives direction from a Library Supervisor, or from other supervisory or management staff.

Exercises direct supervision over paraprofessional, technical and clerical library staff.

Examples of Duties:

This class specification is intended to indicate the basic nature of positions allocated to the class and examples of typical duties that may be assigned. It does not imply that all positions within the class perform all of the duties listed, nor does it necessarily list all possible duties that may be assigned.

Duties may include, but are not limited to, the following:

- Develop the Catalog Services work plan; prioritize and schedule work activities, projects and programs; monitor work flow; review and evaluate work of staff.
- Train staff in the concepts, rules, and practices of cataloging and classification; train staff in the operation of online library systems and other electronic systems
- Develop policies and procedures to facilitate cataloging and classification of materials; catalog and classify print and non-print materials.
- Maintain bibliographic, authority, and holdings records on automated catalog systems; maintain online public access catalog.
- Assist with the implementation, operation, and maintenance of library computer systems; respond to staff inquiries about those systems; assist in diagnosis and repair of system problems with both internal and external IT support personnel

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- Monitor developments in the library cataloging field; develop procedures for implementing changes locally when necessary; disseminate both internal and external cataloging-related information to all library sections and train staff accordingly.
- Respond to cataloging related inquiries or problems from other staff; respond to and resolve patron inquiries as related to cataloging.
- Supervise processing and repair of library materials; supervise inventory of library collections; supervise interlibrary loan operations.
- Participate in budget preparation and administration; prepare cost estimates for budget recommendations; submit justifications for budget requests; monitor and control expenditures.
- Prepare monthly statistical report; prepare other reports as required.
- Participate in the selection of staff; work with employees to correct deficiencies; implement discipline procedures.
- Represent the Tempe Public Library at professional meetings and conferences.
- Perform related duties as assigned.

Experience and Training Guidelines:

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. The hiring department may include job related experience, training or license and certification preferences at the time of recruitment. A typical way to obtain the knowledge and abilities would be:

Experience:

Two years of technical library experience performing cataloging duties including at least one year of supervisory experience. Experience with library computer systems and software applications is preferred.

Training:

Equivalent to a Bachelors Degree from an accredited college or university with major course work in liberal arts, library science, computer science or a related field. A Masters degree in Library Science is preferred.

This position is included in the City's classified service, pursuant to City of Tempe Personnel Rules and Regulations, Rule 1, Section 103.

Job Code: 5760

Effective November 1988

Revised September 2001 (range adj, duty change, change to exempt)

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Salary Range: 31

Compensation Plan: P40 / Regular

FLSA: Exempt